



**CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL**

<b>ITEM TITLE</b> Approve a Resolution appointing John E. Taylor as Interim Community Development Director and establishing compensation therefor		<b>BOARD MEETING DATE</b> August 5, 2008	<b>AGENDA NUMBER</b>
<b>Dept:</b>	County Administrator's Office	<b>Supervisorial District Number</b>	
<b>Contact:</b>	Robert C. Lawton	All	
<b>Phone:</b>	754-6025		
	<b>Published Notice Required?</b>	Yes: _____	No: <u>  X  </u>
	<b>Public Hearing Required?</b>	Yes: _____	No: <u>  X  </u>

**DEPARTMENTAL RECOMMENDATION:**

The County Administrator recommends that your Board approve the attached Resolution appointing John E. Taylor as Interim Community Development Director at an hourly rate of \$75 per actual hour worked, with no additional wage or employment benefit.

**SUMMARY:**

The position of Community Development Director was vacated on August 1, 2008. Timely appointment of an interim Director will assure continuity of leadership in a subject matter area vital to the County's future.

John E. Taylor has 30 years of senior and executive management experience in California's public and private sectors. During his career, Mr. Taylor has led two counties' planning / building agencies, served as Deputy County Administrator in two counties, and served as general manager for solid waste companies and their landfill operations.

Should your Board approve the Resolution, Mr. Taylor will be available to commence work full time immediately upon your appointment.

**FINANCING:**

Approval of this Resolution would require no amendment to the FY2008/09 County Budget. Mr. Taylor's proposed compensation of \$75 per hour would include no accruals of sick time, vacation time, holiday pay, health insurance or other employee benefits. The position's budgeted total cost for FY2008/09, including all benefits excluded above, is approximately \$83 per hour.

**DISCUSSION:**

During his 26 years in California county government, Mr. Taylor served more than 7 years at the head of departments directly responsible for all county planning and building functions.

In El Dorado County, Mr. Taylor spent more than a year as Acting Director of the Community Development Department, which included the Divisions of Planning, Building, Environmental Health, Local Agency Formation Commission (LAFCO) and Recreation. In Solano County, Mr.

Taylor served more than 6 years as Director of Environmental Management, responsible for that agency's Divisions of Planning, Building and Environmental Health, as well as the County's LAFCO.

In addition to his experience leading county land use agencies, Mr. Taylor served more than 10 years as Deputy County Administrator in El Dorado and Solano Counties. In those positions, Mr. Taylor engaged in management and oversight of major capital projects, including county jail and juvenile hall facilities; was lead negotiator with the Administrative Office of the Courts during the court facilities transfer process; administered County Service Areas; and, managed county fleet operations, among other duties.

In the private sector, Mr. Taylor spent more than 4 years consulting to, and on the staff of, two large California solid waste companies. His responsibilities included management of operations at 17 active landfills, in addition to associated planning, compliance, remediation and closure issues for those sites.

In seeking candidates for this interim position, staff consulted with representatives of various statewide associations and contacted recently-retired officials in Northern California. Staff recommends Mr. Taylor for your Board's approval based upon his background, experience and qualifications.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator's Office consulted with the Human Resources Director, the Auditor Controller and County Counsel in the preparation of this agenda item.

**COUNTY ADMINSTRATOR'S SIGNATURE:**



\_\_\_\_\_  
Robert C. Lawton

\_\_\_\_\_  
July 30, 2008

Date

**ATTACHMENT A: Resolution appointing John E. Taylor as Interim Community Development Director and establishing compensation therefor**

**ATTACHMENT B: Biography and Resume of John E. Taylor**

Resolution No. 2008-\_\_\_\_\_

RESOLUTION OF THE CALAVERAS COUNTY BOARD OF SUPERVISORS  
APPOINTING JOHN E. TAYLOR AS INTERIM COMMUNITY DEVELOPMENT DIRECTOR  
AND ESTABLISHING COMPENSATION THEREFOR

WHEREAS, a vacancy exists in the position of Community Development Director effective August 1, 2008; and

WHEREAS, it is in the County's interest to fill the vacancy on an interim basis in a timely manner; and,

WHEREAS; the Board of Supervisors hereby approves a \$75.00 per hour wage for actual hours worked in the position of Interim Community Development Director; and

WHEREAS, the Board of Supervisors hereby approves that an appointee to the position of Interim Community Development Director shall not accrue sick pay or vacation pay, nor be paid for holidays, nor be eligible for employee health, dental or vision insurance, nor will contributions be made on the employee's behalf to CalPERS; and

WHEREAS, the Board of Supervisors approves that an appointee to the position of Interim Community Development Director shall be subject to all workers' compensation and liability coverage, including the obligation to defend and indemnify within the course and scope of work as Interim Community Development Director; and

WHEREAS the Board of Supervisors approves that an appointee to the position of Interim Community Development Director shall be authorized to receive reimbursement for travel and expenses incurred in the course of conducting County business as set forth in the County travel policy, but in no event shall the appointee be entitled to receive compensation for relocation expenses or commutation from place of residence to place of work; and

WHEREAS, during a 26-year career in senior and executive management with California county government, John E. Taylor served for 7 years as the head of departments in the Counties of El Dorado and Solano charged with the same duties as the Calaveras County Community Development Agency; and,

WHEREAS, John E Taylor's other county government service includes more than 10 years as Deputy County Administrator in El Dorado and Solano Counties and his private sector career includes more than 4 years' responsibility for day-to-day operations and strategic management on behalf of two prominent California solid waste companies; and

**ATTACHMENT A**

WHEREAS the Board of Supervisors finds that, based upon Mr. Taylor's experience and accomplishments, engaging him as Interim Community Development Director will be of benefit to the County;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Calaveras hereby appoints John E. Taylor to the position of Interim Community Development Director, subject to the terms and conditions of employment set forth above.

ON A MOTION BY Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_, the foregoing Resolution was duly passed and adopted by the Board of Supervisors, County of Calaveras, State of California, this 5<sup>th</sup> day of August, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

\_\_\_\_\_  
County Clerk & Ex-Officio Clerk to the Board of Supervisors,  
County of Calaveras, State of California

## **John E. Taylor**

John E. Taylor has over 30 years combined public and private sector management experience at the senior and executive management level. In his 26 years in County Government Mr. Taylor has served in a variety of capacities, including 10 years in the County Administrators' Offices of El Dorado and Solano Counties and more than 8 years' service as a County Department Head for those two counties.

In addition to public service, Mr. Taylor has experience in the solid waste industry, where he served in the capacity of General Manager for two prominent solid waste companies in California, including management of the Potrero Hills Landfill, a regional MSW facility near Fairfield, California

In the El Dorado County Administrator's Office, as Deputy County Administrator, Mr. Taylor was responsible for the formation and administration of special districts established under the County Service Area Act, which included Zones of Benefit established to maintain rural subdivision road systems as well as to develop regional parks in the unincorporated portion of the county. John's duties there extended to fleet management and staff support to the Water Agency.

John also served more than a year as Acting Community Development Director in El Dorado County when that department included the functions of Planning, Building, Environmental Health, LAFCo and Parks. In this latter capacity Mr. Taylor worked with other county departments as well as other public agencies to streamline the process of getting permit applications to the appropriate level of review under CEQA.

For more than 6 years, Mr. Taylor led the department responsible for Solano County's planning, building, environmental health and LAFCo efforts as that County's Environmental Management Director. Subsequently, he served 6 years as Solano County's Deputy County Administrator for Law and Justice; and, prior to his December 2006 retirement from county service, served as Solano County's Acting General Services Director. This latter assignment was in a department that included such diverse activities as the County Airport, Animal Control, Fleet Management, County Parks, Purchasing and Central Services, the County Architect responsible for Capital Projects, Facilities Management and Real Estate Services.

During John's tenure as General Services Director, Solano County adopted the first Master Plans for the expansion of the County's two major parks, Lake Solano Regional Park and Sandy Beach Regional Park and was negotiating with the Solano Land Trust to develop and operate a regional park near Vallejo known as Lynch Canyon.

Mr. Taylor is currently affiliated with the Sacramento based land-use and environmental consulting firm, Environmental Stewardship and Planning, Inc. (ESP). ESP provides environmental services to public and private sector clients and is recognized for its expert preparation of environmental documents under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the Clean Water Act and state and federal Endangered Species Acts.

Recent consulting activity by Mr. Taylor has included services rendered on public agency projects contracted with Napa, El Dorado and Sacramento Counties. Mr. Taylor has also provided services to private sector clients of the firm in the solid waste and energy industries.

### **Additional Relevant Experience**

- As Deputy County Administrator for Solano County Mr. Taylor directly participated in the management and oversight of several capital projects, including the \$18 million 90-bed Juvenile

Detention Facility; \$3 million facility expansion at the Fouts Springs Youth Facility in Colusa County operated under a JPA by Solano; \$83 million 300,000 sq. ft. multiple award winning County Administrative Center, 1,200 space Parking Garage and 40,000 sq. ft. Probation building and major expansion of the natural gas fueled Co-Generation power plant. John was directly involved in the selection of the Project Manager/Construction Manager (PM/CM), Master Architect and the ultimate award of construction contract to the Design Build Contractor.

- As General Services Director for Solano County Mr. Taylor had direct responsibility for initiating, through the department's Division of Architectural Services, the 512-bed expansion of the Claybank Sentenced Detention Facility in Fairfield operated by the County Sheriff and construction of new facilities for the County's Health and Social Services Department in Vallejo and Fairfield, including a new public health laboratory and criminal justice forensic laboratory. Mr. Taylor directly participated in the selection of environmental consulting services in each of the projects listed hereinabove.
- Reflective of the level of responsibility delegated to him during his tenure as Deputy County Administrator, Mr. Taylor served as the Lead Negotiator for the County in the negotiations with the State Judicial Council's Administrative Office of the Courts (AOC) for the transfer of Superior Court Facilities from County to State ownership, under the provisions of SB 1732, otherwise known as the Trial Court Facilities Act. In this capacity Mr. Taylor also served on combined CSAC/AOC committees implementing procedures to meet the requirements of the law as well as subsequent committees charged with recommending amendments to the law.
- During his tenure as Environmental Management Director in Solano County, a position that fulfilled the roles of County Planning Director as well as LAFCo Executive Officer, Mr. Taylor directed the efforts of a planning staff and directly engaged in the oversight of the preparation of environmental documents under CEQA and permitting processes for several complex projects. Mr. Taylor was directly involved in making presentations on land use issues to the public at community events, to the Planning Commission, LAFCo, the County Board of Supervisors and to state and regional regulatory agencies such as the S.F. Bay Conservation and Development Commission and the Integrated Waste Management Board.
- In addition to the land use responsibilities, as Environmental Management Director Mr. Taylor carried out staff services in support of County-wide financial initiatives, including the adoption in the early 1990's of development mitigation fees per AB 1600 applied against residential, commercial and industrial development throughout the county, including development occurring within the incorporated cities. The County has since relied upon the continuing collection of these fees to contribute significant proportions of the overall financing for the construction of health facilities, juvenile detention facilities, court facilities and the County's new County Administrative Center complex. Mr. Taylor has also brought forward many other innovative ideas that have resulted in the generation of revenues that support important county services.

During his years in County Government, Mr. Taylor has performed staff duties for several boards and commissions; he is highly regarded for his ability to address complex issues in a succinct manner and for providing decision makers with clear options in public policy matters; and he is known for assuring high quality of any product or project with which he has been associated.

### **Education**

John graduated with a B.A. in Political Science from Stanislaus State College in 1971 and completed some graduate level study in the Public Administration Program at California State University Sacramento.

### **ATTACHMENT B**

# RÉSUMÉ

**John E. Taylor  
1651 Potrero Way  
Sacramento, CA 95822**

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## **EMPLOYMENT HISTORY**

Relevant employment experience includes over 30 years managing and consulting in a variety of programs and providing administrative support in both the public and private sectors.

## **CURRENT AND RECENT EXPERIENCE**

**January 2007 – Present**

**Consultant  
Environmental Stewardship and Planning, Inc.  
1621 13<sup>th</sup> Street  
Sacramento, CA 95814**

Provide public policy input to projects involving public and private sector clients. Recent project involvement include a Land Use Feasibility Analysis for the County of Sacramento for lands owned by the County surrounding the Kiefer Landfill; Ongoing support for Republic Services' Potrero Hills Landfill in that company's efforts to obtain permits to expand its landfill facility; A Fiscal Impact Analysis prepared for El Dorado County to aid in that County's deliberations over adoption of a Management Plan for the Rubicon Trail; Consultant Staff services to Napa County CEO regarding issues involving proposed SOI amendments and annexations to a County Service Area.

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**May 2000 – December 2006**

**Deputy County Administrator/Acting General  
Services Director  
County of Solano  
675 Texas Street  
Fairfield, CA 94533**

During Final year of employment with Solano served as Acting General Services Director, a county department consisting of several divisions including Airports, Animal Control, County Architect, Facilities, Fleet Management, Purchasing, Parks, and Real Property Management. During tenure as Deputy County Administrator principal responsibilities included budget and public policy analysis and oversight for the law and justice agencies in county government, including Sheriff, District Attorney, Probation, Public Defender, Grand Jury and Department of Child Support Services. Also served as staff to a bi-county Joint Powers Agency operating a juvenile justice placement facility, Fouts Springs Youth Facility; Served as Liaison between the Board of Supervisors and the Superior Court; Lead Negotiator for County in Court Facilities Transfer under SB 1732; Served on Steering Committees for various capital facility projects totaling over \$150 million.

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**March 1997 – May 2000**

**Site General Manager  
Potrero Hills Landfill  
P.O. Box 68  
Fairfield, CA 94533**

Day-to-day management responsibilities for regional solid waste landfill, on-site sandstone quarry, recycling, composting and co-generation facilities.

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**May 1996 - February 1997**

**Self Employed Consultant  
Under Contract Full-Time with Richmond  
Sanitary Service, Solano Garbage Company and  
Potrero Hills Landfill group of Companies  
(Contra Costa and Solano Counties)**

Provide solid waste and land use consulting services to a group of related companies in the solid waste business. Researched business opportunities for company in other locations; assisted in preparation of proposals and bids in response to solicitations; attended Integrated Waste Management Board meetings on behalf of client; reviewed and made recommendations regarding landfill tipping fees.

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**October 1995 - April 1996**

**General Manager  
NORCAL/San Bernardino, Inc.  
San Bernardino, CA 92408-3220**

Manage the operations of a company undertaking a new contract with San Bernardino County in which the Solid Waste Management functions have been out-sourced to the private sector. Managed, through subordinate management staff and subcontractors, operations at 17 active landfills, long range solid waste planning, County compliance with the requirements of the Integrated Waste Management Act (AB 939) and engineering activities in support of landfill operations, groundwater monitoring and remediation and landfill closure and post-closure activities. Basic operating budget of \$25 + million and 185 employees.

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**Other Relevant Experience**

**September 1989 - October 1995**

**Director  
Solano County Department of  
Environmental Management  
601 Texas Street  
Fairfield, CA 94533**

Managed a department of 50 plus personnel. Department included Planning, Environmental Health, and Building Divisions, and LAFCO with an operating budget of approximately \$3.9 million. Functioned as Planning Director and Building official until Chief Building Inspector position was created. Oversaw the professionalization of the Building Division where various levels of ICBO certification became the norm for Building Inspectors. Served as LAFCO Executive Officer and Secretary to the Housing Authority. Administered County policies related to the California Environmental Quality Act (CEQA).

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**December 1984 – September 1989**

**Deputy County Administrator  
County of El Dorado  
Placerville, CA 95667**

In addition to coordinating preparation of the County budget, performed budget analysis, liaison with County departments, performing legislative analysis and carrying out special studies, I was assigned various program administrative responsibilities and project team member responsibilities. Served as **Acting Director** for a period of 14 months of the **County's Community Development Department** (a

department consisting of Planning, Building, Environmental Health, LAFCo and Recreation Divisions). During this latter assignment was involved in addressing backlog of land use permits, including implementing an interdisciplinary triage program for the purposes of determining level of environmental analysis required under CEQA. Also served as LAFCO Executive officer.

Other responsibilities during tenure with County Administrator included:

- Provided staff support to the Board in its capacity as the County Water Agency.
- Administered County Service Areas, including over 45 Zones of Benefit for road maintenance, street lighting, recreation, drainage, cemeteries, etc.
- Implemented and managed County's Fleet Management Program (200+ vehicles).
- Member of county staff team implementing replacement of County's mainframe computer.

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**September 1976 – November 1984**

**Director of Administrative Services  
County of El Dorado  
County Health Department  
Placerville, CA 95667**

During my tenure with the El Dorado County Health Department I served in a variety of capacities, culminating in the position of **Director of Administrative Services** in a Department consisting of the divisions of Public Health, Mental Health, Environmental Health, Animal Control, Substance Abuse Programs, Mosquito Abatement and Vector Control, and EMS Authority. Other positions held in the department included **Mental Health Administrator** (included responsibilities of Alcohol and Drug Programs Administrator) and **Animal Control Officer**.

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**EDUCATION**

Associate of Arts, 1969 - American River College, Sacramento, CA  
Bachelor of Arts, 1971 (Political Science) - Stanislaus State College, Turlock, CA  
Graduate Study in Public Admin - No Degree - Cal State U. Sacramento

**REFERENCES – Provided upon request**